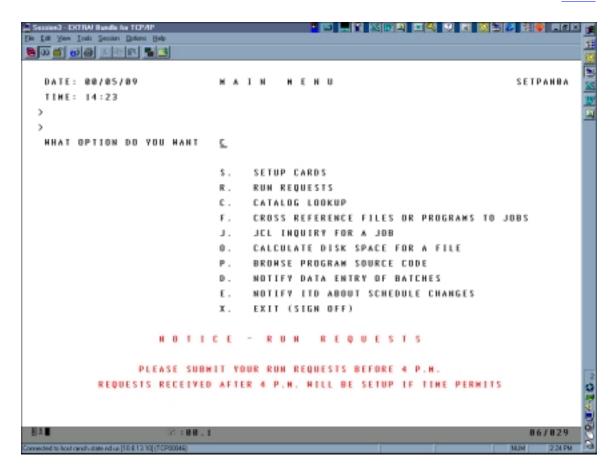
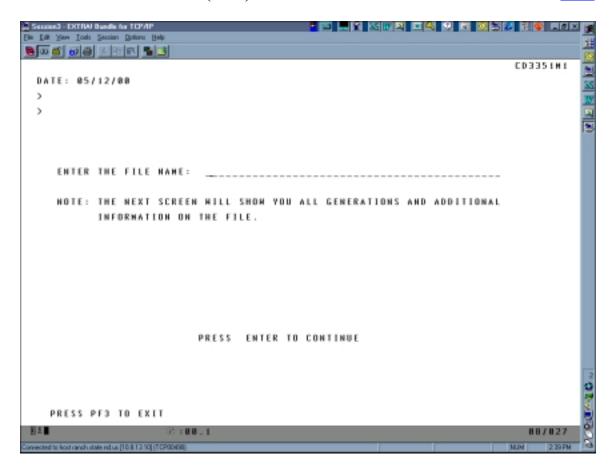
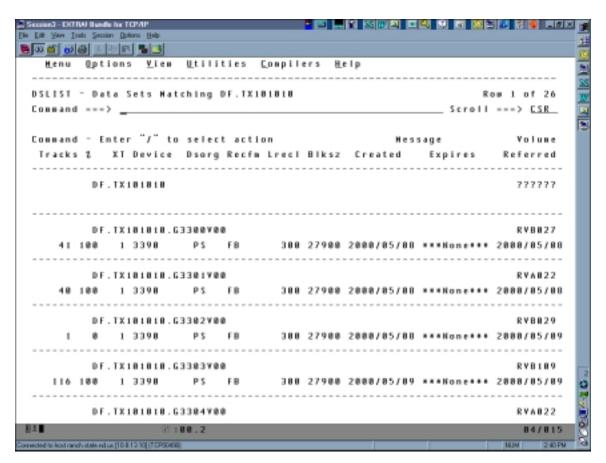
CATALOG LOOKUP:



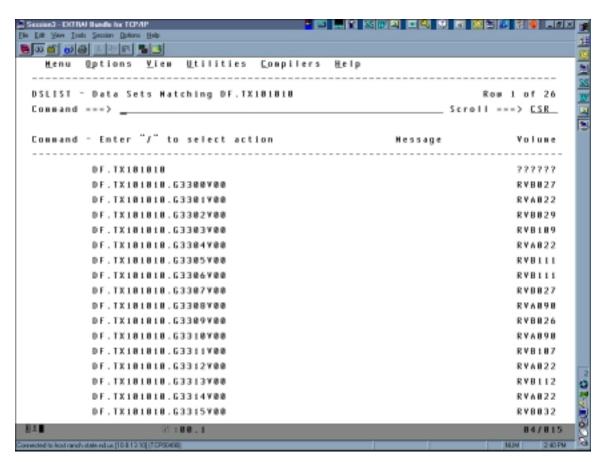
- 1. Type "C" for the option.
- 2. Press enter.
- 3. Press F3 to return to <u>ISPF MENU SETUP</u>, or <u>USER MENU</u>.



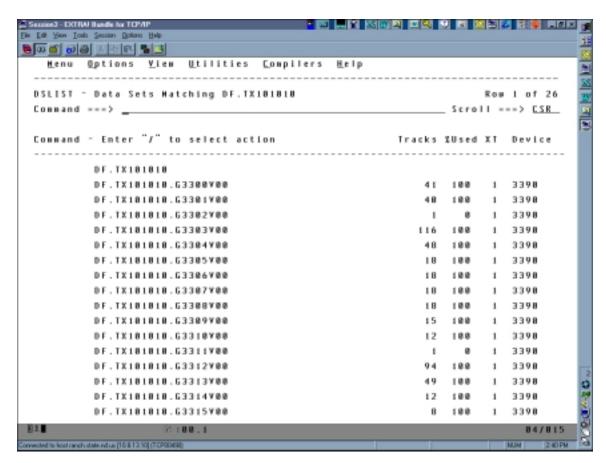
- 1. Type the name of the file you wish to view.
- 2. Press enter.
- 3. Press F3 to return to the SETUP MAIN MENU.



- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F11 to see other views of the data.
- 4. Press F3 to return to the CATALOG LOOKUP screen.

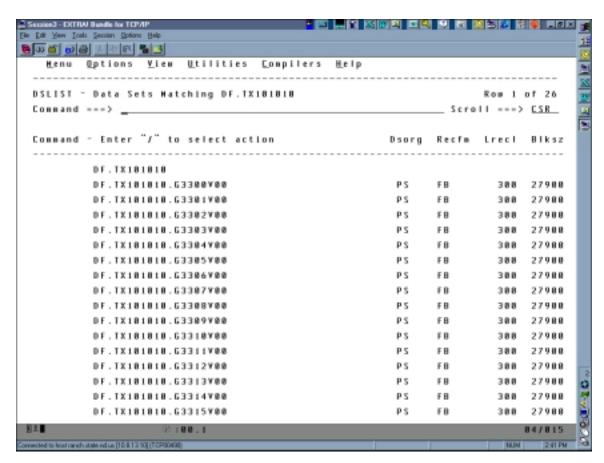


- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F11 to see other views of the data.
- 4. Press F3 to return to the CATALOG LOOKUP screen.



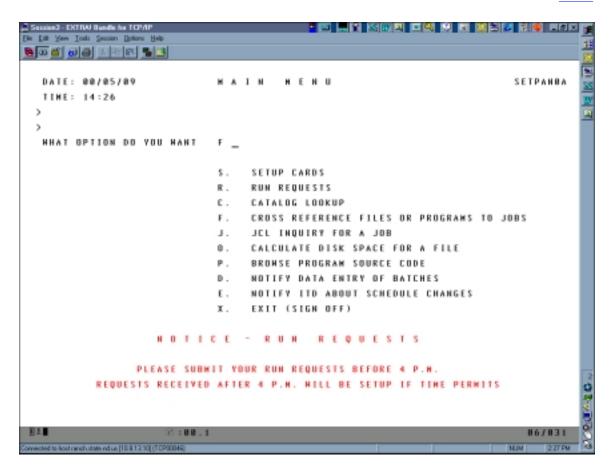
- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F11 to see other views of the data.
- 4. Press F3 to return to the **CATALOG LOOKUP** screen.





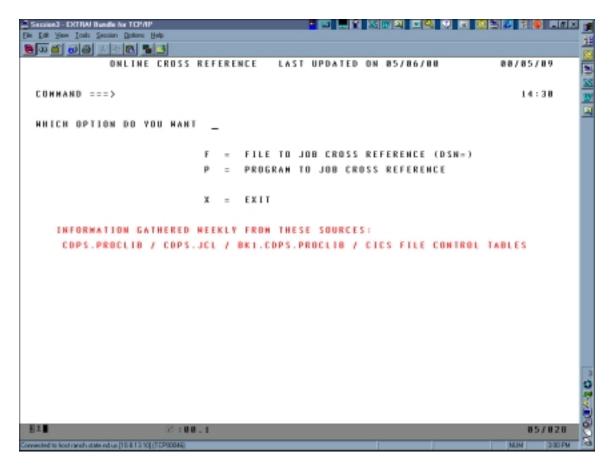
- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F11 to see other views of the data.
- 4. Press F3 to return to the **CATALOG LOOKUP** screen.

CROSS REFERENCE FILE OR PROGRAMS TO JOBS:



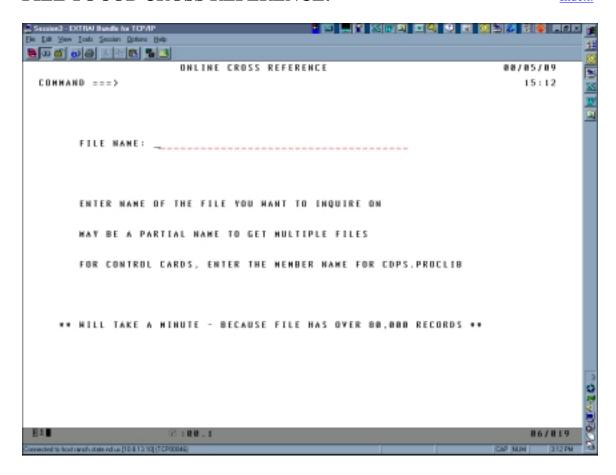
- 1. Type "F" for the option.
- 2. Press enter.
- 3. Press F3 to return to <u>ISPF MENU SETUP</u>, or <u>USER MENU</u>.

CROSS REFERENCE FILE OR PROGRAMS TO JOBS (cont): Inde



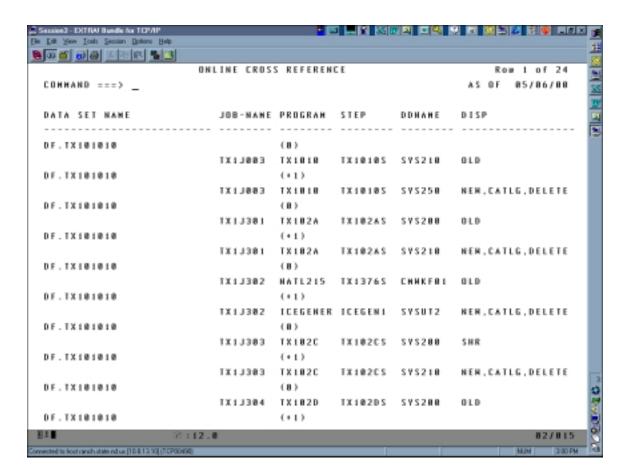
- 1. Type the letter beside the option you need.
- 2. Press enter.
- 3. Press F3 to return to the <u>SETUP MAIN MENU</u>.
 - F. FILE TO JOB CROSS REFERENCE
 - P. PROGRAM TO JOB CROSS REFERENCE
 - X. EXIT

FILE TO JOB CROSS REFERENCE:



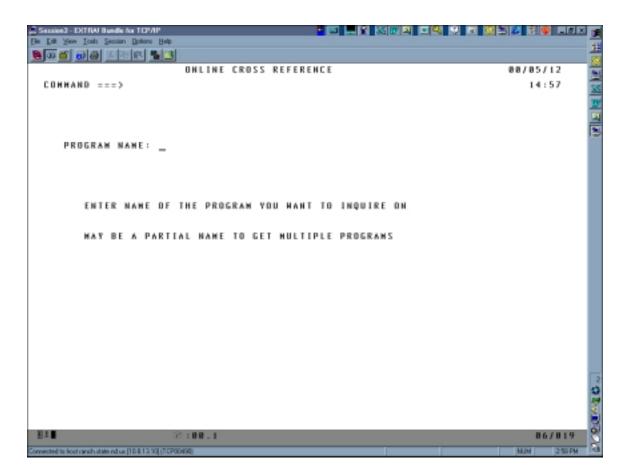
- 1. Enter the file name or partial file name.
- 2. Press enter.
- 3. Press F3 to return to CROSS REFERENCE FILE OR PROGRAMS TO JOBS.

FILE TO JOB CROSS REFERENCE (cont):



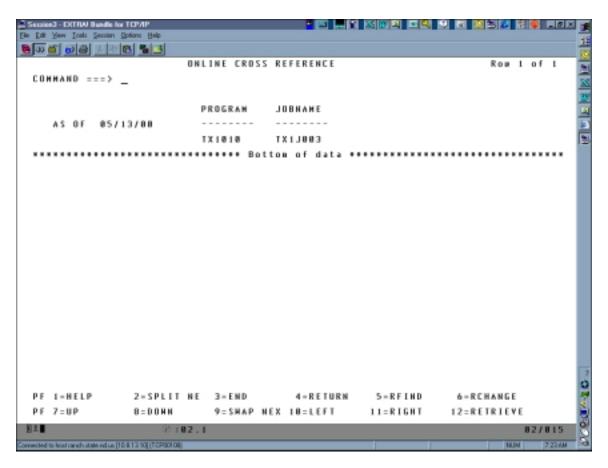
- 1. Information about the file will be displayed.
- 2. Press F8 to page down.
- 3. Press F7 to page up.
- 4. Press Enter or F3 to return to CROSS REFERENCE FILE OR PROGRAMS TO JOBS.

PROGRAM TO JOB CROSS REFERENCE:



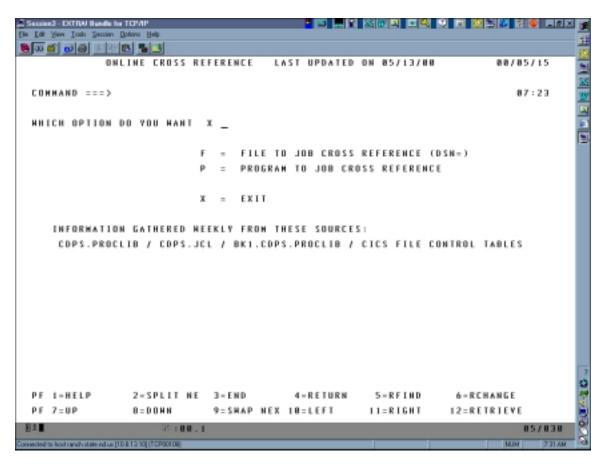
- 1. Enter the program name or partial program name.
- 2. Press enter.
- 3. Press F3 to return to CROSS REFERENCE FILE OR PROGRAMS TO JOBS.

PROGRAM TO JOB CROSS REFERENCE (cont):



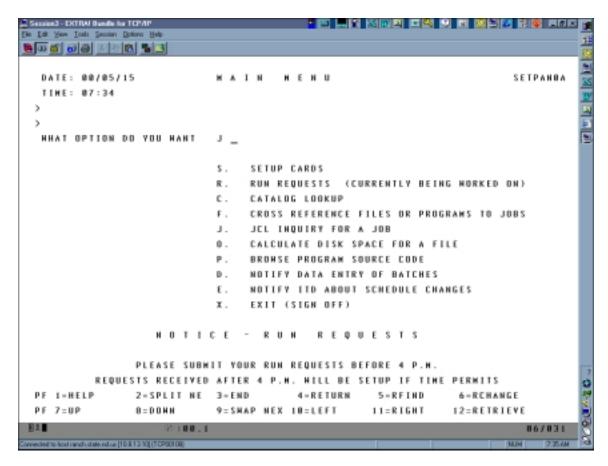
- 1. Information about the file will be displayed.
- 2. Press F8 to page down.
- 3. Press F7 to page up.
- 4. Press Enter or F3 to return to CROSS REFERENCE FILE OR PROGRAMS TO JOBS.

EXIT: Index:



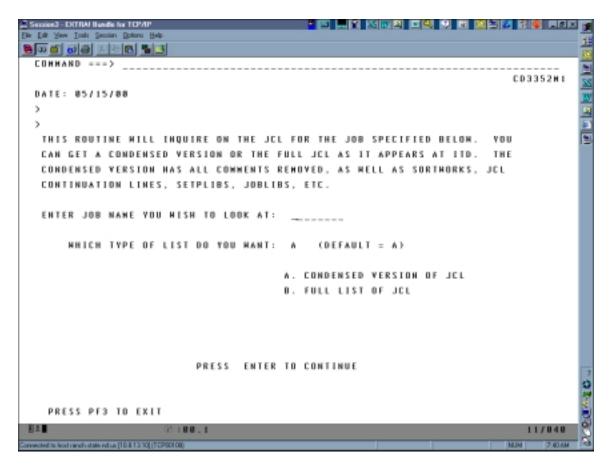
1. Enter "X" and enter, or press F3 to return to the <u>SETUP MAIN MENU</u>.

JCL INQUIRY FOR A JOB:



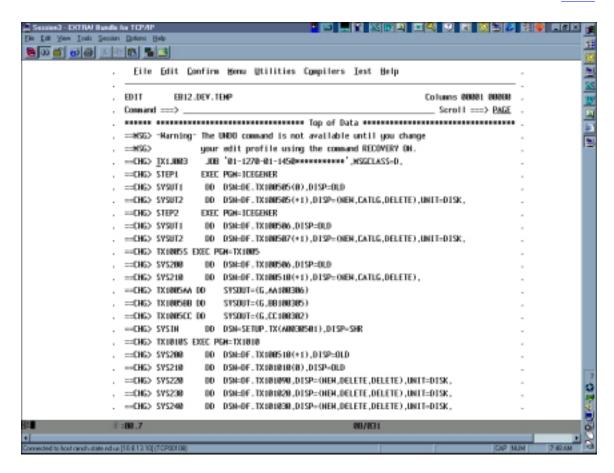
- 1. Type "J" for the option.
- 2. Press enter.
- 3. Press F3 to return to ISPF MENU SETUP, or USER MENU.

JCL INQUIRY FOR A JOB (cont):



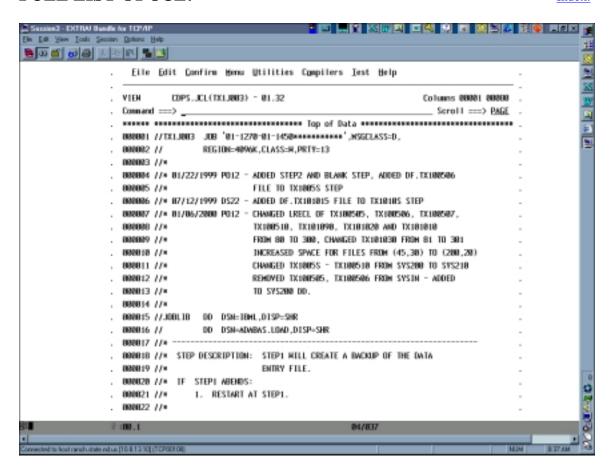
- 1. Type the name of the job you want to look at.
- 2. Type the letter beside the option you need.
- 3. Press enter.
- 4. Press F3 to return to the SETUP MAIN MENU.
 - A. CONDENSED VERSION OF JCL
 - B. FULL LIST OF JCL

CONDENSED VERSION OF JCL:



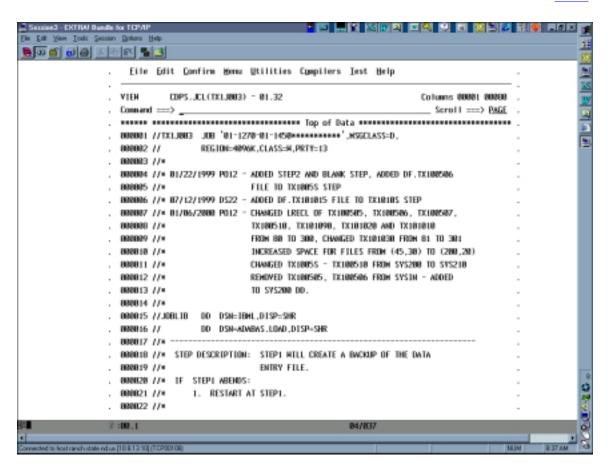
- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F3 to return to JCL INQUIRY FOR A JOB (with print option)

FULL LIST OF JCL:



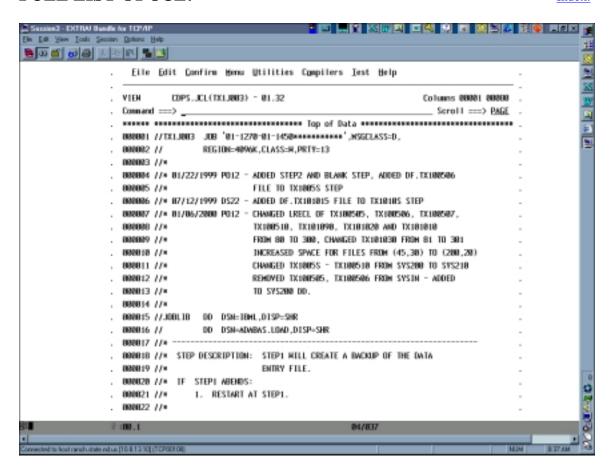
- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F3 to return to JCL INQUIRY FOR A JOB (with print option)

FULL LIST OF JCL:



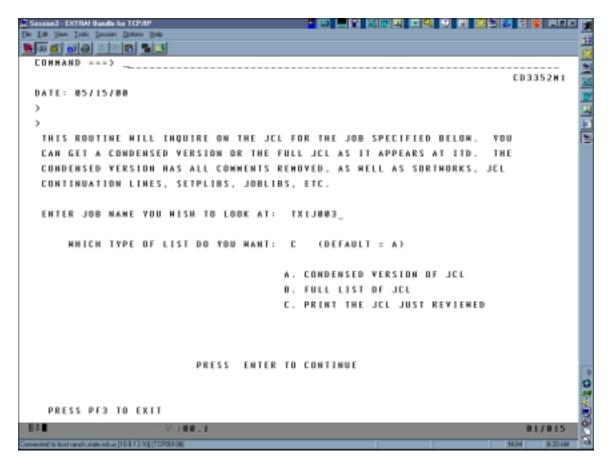
- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F3 to return to JCL INQUIRY FOR A JOB (with print option)

FULL LIST OF JCL:



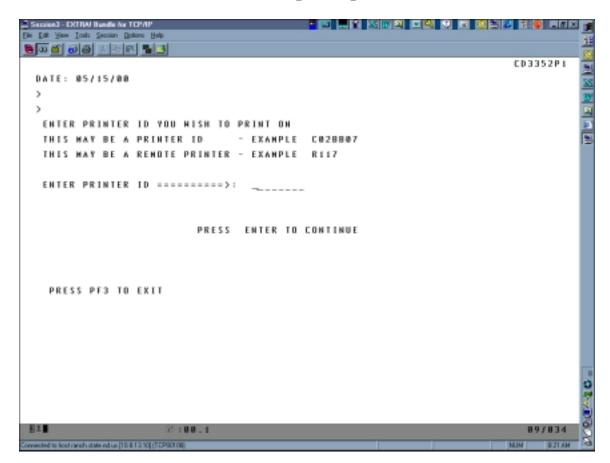
- 1. Press F8 to page down.
- 2. Press F7 to page up.
- 3. Press F3 to return to JCL INQUIRY FOR A JOB (with print option)

JCL INQUIRY FOR A JOB (with print option):



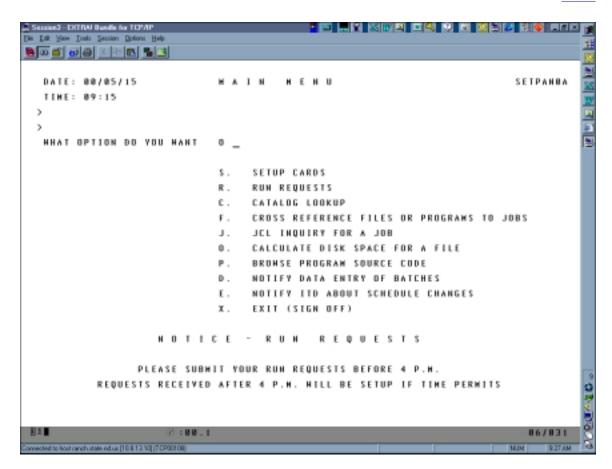
- 1. Type "C" for the option.
- 2. Press enter.
- 3. Press F3 to return to the <u>SETUP MAIN MENU</u>.

JCL INQUIRY FOR A JOB (with print option) (cont):



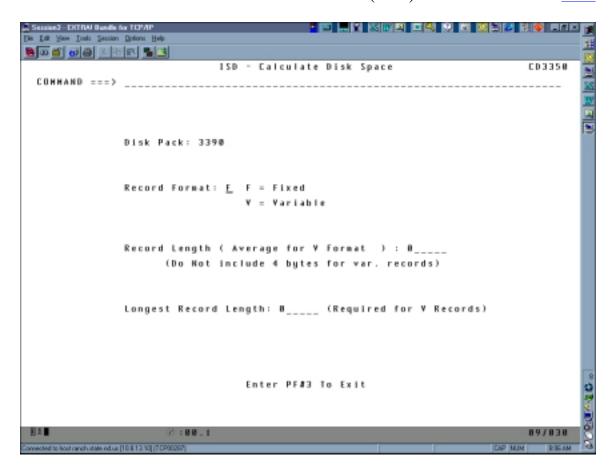
- 1. Type the printer name.
- 2. Press enter.
- 3. JCL will print, and return to JCL INQUIRY FOR A JOB (with print option).
- 4. Press F3 to return to <u>JCL INQUIRY FOR A JOB (with print option)</u> without printing.

CALCULATE DISK SPACE FOR A FILE:

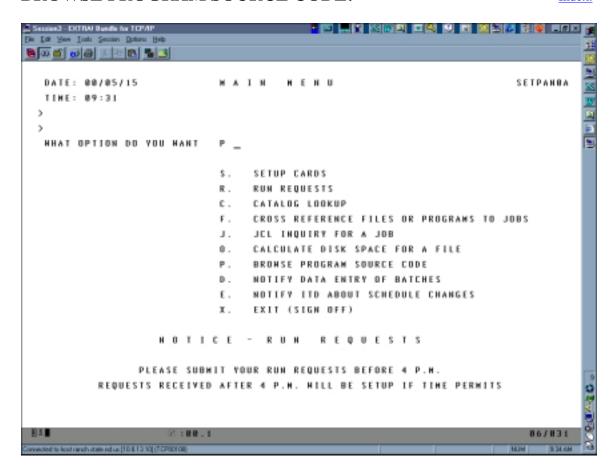


- 1. Type "O" for the option.
- 2. Press enter.
- 3. Press F3 to return to <u>ISPF MENU SETUP</u>, or <u>USER MENU</u>.

CALCULATE DISK SPACE FOR A FILE (cont):

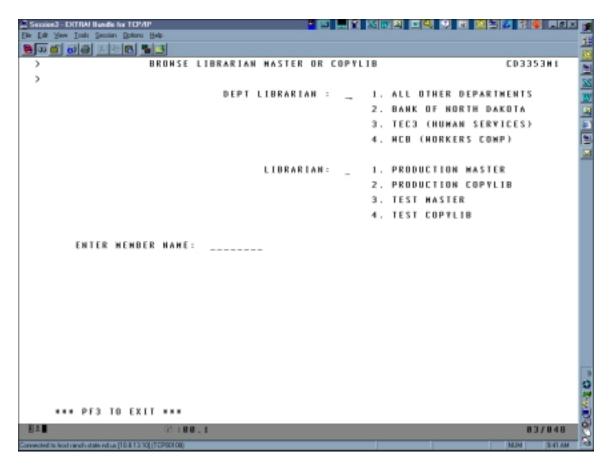


BROWSE PROGRAM SOURCE CODE:



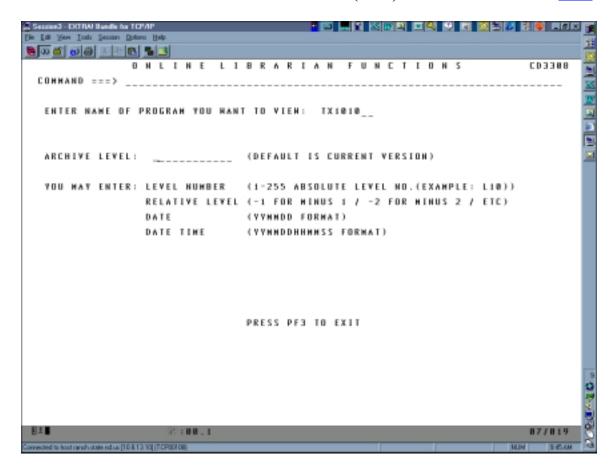
- 1. Type "P" for the option.
- 2. Press enter.
- 3. Press F3 to return to <u>ISPF MENU SETUP</u>, or <u>USER MENU</u>.

BROWSE PROGRAM SOURCE CODE (cont):



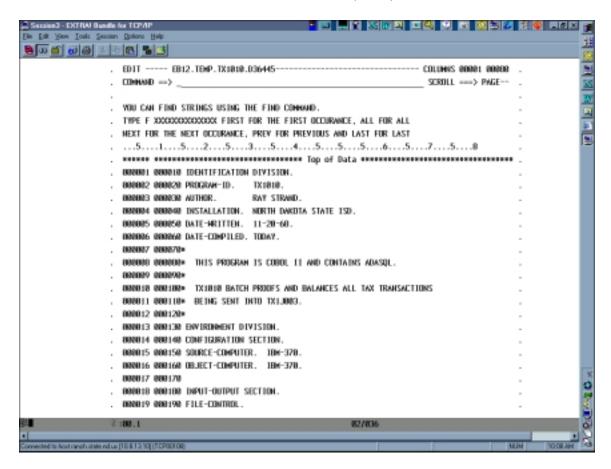
- 1. Type the number next to the department you wish to view.
- 2. Type the number next to the Librarian File the program is located.
- 3. Type the program name.
- 4. Press enter.
- 5. Press F3 to return to the SETUP MAIN MENU.

BROWSE PROGRAM SOURCE CODE (cont):



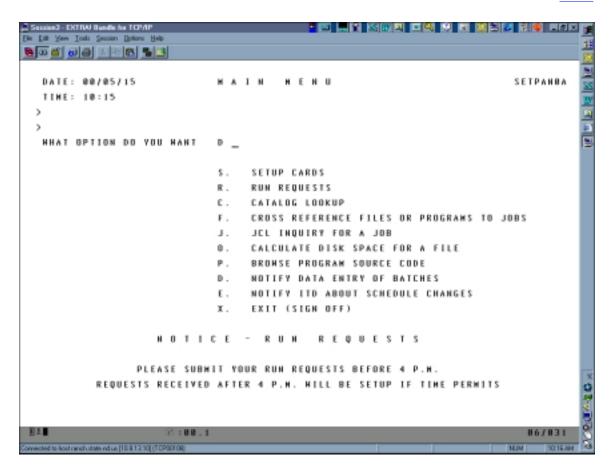
- 1. Enter the Archive Level if you want to view a version of the program other than the current version.
- 2. Press enter
- 3. Press F3 to return to BROWSE PROGRAM SOURCE CODE.

BROWSE PROGRAM SOURCE CODE (cont):



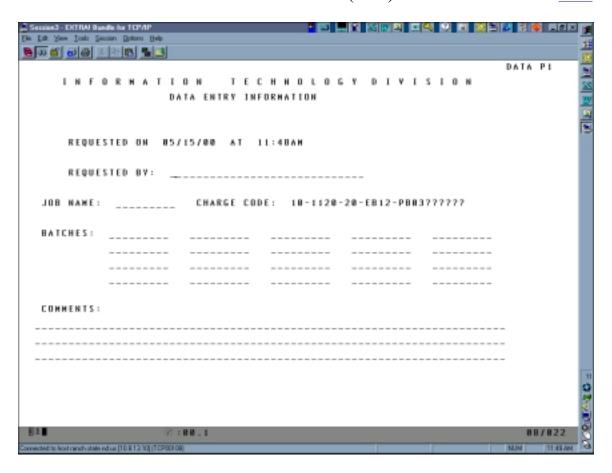
- 1. Program source code is displayed.
- 2. Press F8 to page down.
- 3. Press F7 to page up.
- 4. Commands available:
 - Find To locate a word or group of words. (use quotes for a group of words).
 - Next To locate the next occurrence from the find command.
 - Prev To locate the previous occurrence from the find command.
- 5. Press F1 to find other edit commands available.
- 6. Press F3 to return to BROWSE PROGRAM SOURCE CODE.

NOTIFY DATA ENTRY OF BATCHES:



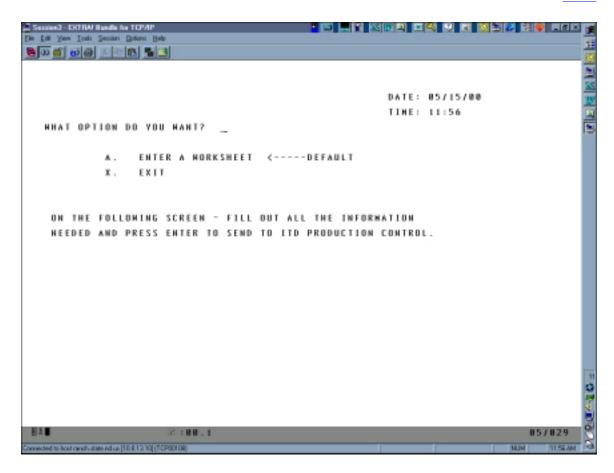
- 1. Type "D" for the option.
- 2. Press enter.
- 3. Press F3 to return to ISPF MENU SETUP, or USER MENU.

NOTIFY DATA ENTRY OF BATCHES (cont):



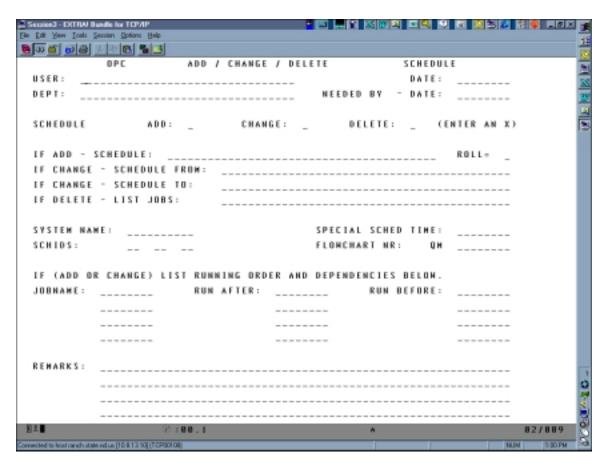
- 1. Enter the requested information.
- 2. Press enter to submit the form to ITD data entry.
- 3. Press F3 to return to the SETUP MAIN MENU.

NOTIFY ITD ABOUT SCHEDULE CHANGES:



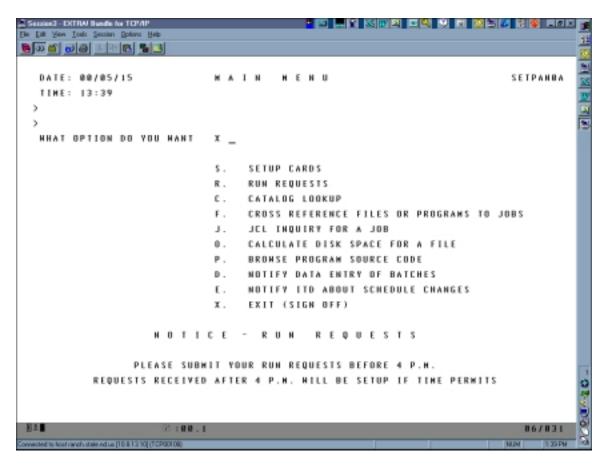
- 1. Type "A" for the option.
- 2. Press enter.
- 3. Type "X" and press enter or press F3 to return to the <u>SETUP MAIN MENU</u>.

NOTIFY ITD ABOUT SCHEDULE CHANGES (cont):



- 1. Enter the requested information.
- 2. Press enter to send the worksheet to the ITD production control printer and return to SETUP MAIN MENU.
- 3. Press F3 to return to the SETUP MAIN MENU.

EXIT:



- 1. Enter "X" for the option.
- 2. Press enter to return to <u>ISPF MENU SETUP</u>, or <u>USER MENU</u>. OR
- 3. Press F3 to return to <u>ISPF MENU SETUP</u>, or <u>USER MENU</u>.

Run Request FIELDS:

Index:

- A. **Charge Code** Two different charge codes can be entered.
 - If the charge code ITD has in the JCL is correct, you don't have to list any charge code on the run request. (See <u>JCL INQUIRY FOR A JOB</u> option B (full list) to check the charge code.
 - If you wish to change what ITD has in the JCL, enter the charge code in charge code 1 and/or charge code 2.
- B. **Requested By** Is filled in by the system.
 - You can change the name by typing over the name in this field.
- C. **Run Date** Is filled in by the system.
 - To enter a run request for a future date, type the date desired in the run date field. Notify ITD Operations of the pre-dated request so the job isn't run on the incorrect date.
- D. **Job No.** Used for reference in the override section. Job No.
 - Use the job number 1-7 that is listed beside the job name you are referencing.

E. Job Name

• Enter the name of the job you are requesting to be run.

F. Charge Code

• Enter a "1" or a "2" to indicate if this job should be charged to the Charge Code 1 or 2 entered above.

G. System Name

- Enter ONDEMAND for jobs that are not scheduled to be run automatically. Do not use ONDEMAND for scheduled jobs.
- Enter the system name assigned to that job, even if you are requesting the job to be run on a date different from the normally scheduled date.
- H. **Schd ID** Use for OPC scheduled jobs only.
 - Enter the SCHID number from the OPC Flowchart provided by ITD operations.
- I. Add Schd Used to add a job to an existing schedule.
 - Type "Y" to add.
 - Leave blank if you are not adding this job to an existing schedule.
- J. **Del Schd** Used to deleted a job from an existing schedule.
 - Type "Y" to delete.
 - Leave blank if you do not want to delete the job from an existing schedule.

RR FIELDS (cont):

Index:

- K. **Trig Jobs** Used for scheduled jobs only.
 - Enter "Y" if you want to trigger jobs normally triggered by this job.
 - Enter "N" if you do not want to trigger jobs normally triggered by this job.
 - When deleting a scheduled job
 - a) Enter "Y" to also delete triggers.
 - b) Enter "N" if you do not want to delete triggers.

L. **Skip Next Cycle** – Used for scheduled jobs only.

- Enter "Y" if you want to skip the next normally scheduled run of this job.
- Enter "N" if you do not want to skip the next normally scheduled run of this job.

(Example: You are requesting a job to run at noon that is normally scheduled to run at 1700 or 5:00 PM)

M. Run Before

• The job name entered in the "Job Name" field must run before the job that is entered in this field.

14. Run After

• The job name entered in the "Job Name" field must be run after the job that is entered in this field.

15. D=DATA/A, F=FICHE, B=Both

- Enter "D" if you have documents to be keyed from ITD's data entry. After the run request has been submitted, another screen will display for you to enter information.
- Enter "F" if you are creating a fiche tape. After the run request has been submitted, another screen will display for you to enter the information.
- Enter "B" if both data entry and fiche are needed. After the run request has been submitted, both the data entry screen and the fiche screen will display for you to enter information.

OVERRIDE SECTION:

Index:

Everything in this section is optional; request only when you need to override the normal job processes.

1. **Job No.**

• Enter the number from the above section <u>Job No</u> that is next to the job you want to override. This field is required when using the override option.

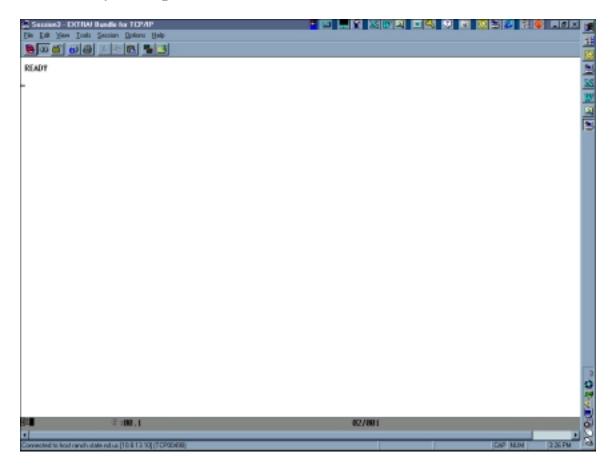
2. Step

- Enter the JCL Step Name of the item (input file, output file, setup proc member, or print forms) you want to override. This field is required when using the override option.
- 3. **Input File** Use only when overriding the normal input file.
 - Enter the input file name you want to override.
- 4. **Serial** (for Input File).
 - Enter the file generation number of the input file to be used. (Example: (0), (-1), etc.). Or enter the serial number or disk pack if the file is not catalogued. This field is required when an input file has been entered.
- 5. **Output File** Use only when overriding the normal output file.
 - Enter the output file name you want to override.
- 6. **Serial** (for Output File).
 - Enter the file generation number of the output file to be used. (Example: (+1), (+2), etc.). Or enter the serial number or disk pack if the file is not catalogued. This field is required when an output file has been entered.
- 7. **Setup Proc Member** Use only when overriding the normal setup proc member.
 - Enter the member name of the setup proc to be used.
- 8. **Print Forms** Use only when overriding the normal print form.
 - **FROM**: Enter the normal print form information.
 - **TO**: Enter the print form information to be used.

9. Enter Additional Comments.

- Enter the <u>Job No</u> of the job you want to comment on. This is required when using the additional comment section.
- Enter any information about the requested run ITD Operations should know that isn't covered in any of the previous sections.

TSO Ready Prompt:



- Type LOGOFF to exit TSO and return to the
 Type ISPF to return to the

1. Recommended Settings:

Index:

ISPF SETTINGS:

- 1. From the main menu panel, Place the cursor on the word "MENU" at the very top of your screen and press enter.
- 2. Type 1 (Settings) and press enter.
- 3. The following options should have a blank or slash in front of them: (you can change them to your preferences if you want) The slash in front means you want that option in effect.

Command line at bottom

Panel display CUA mode

Long message in pop-up

Tab to action bar choices

Tab to point-and-shoot fields

/ Restore TEST/TRACE options

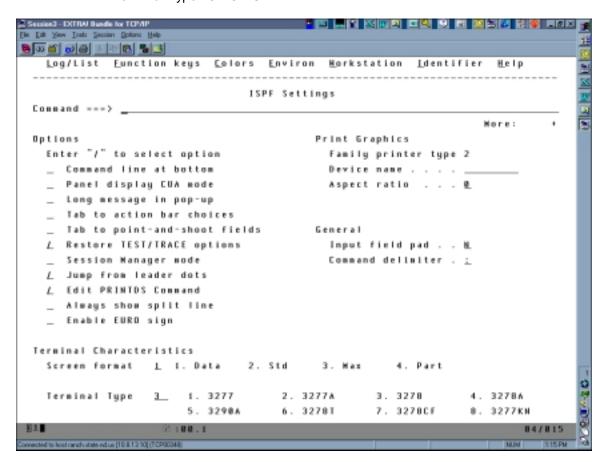
Session Manager mode

- / Jump from leader dots
- / Edit PRINTDS Command
- / Always show split line
 - Enable EURO sign
- 4. TERMINAL CHARACTORISTICS should be set to the following:

Terminal Characteristics

Screen format 1 Data (3 - MAX for larger screen display area)

Terminal Type 3 3278



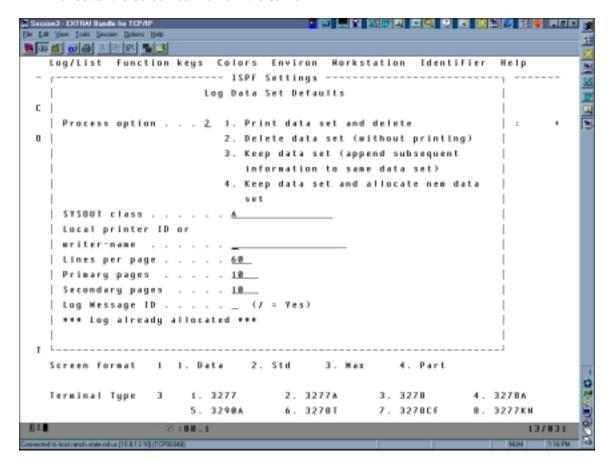
(NOTE: You might have to press F8 - page forward - to see all of the options.)

Recommended Settings:

Index:

ISPF SETTINGS - LOG DATA SET DEFAULTS:

- 1. Place the cursor on the LOG/LIST menu option at the top of the screen and press enter.
- 2. Type 1 (Log Data set defaults) and press enter.
- 3. Type 2 in Process option . . . 2 1. Print data set and delete.
 - 2. Delete data set (without printing).
- 4. The rest of the screen can remain the same.



5. Press F3.

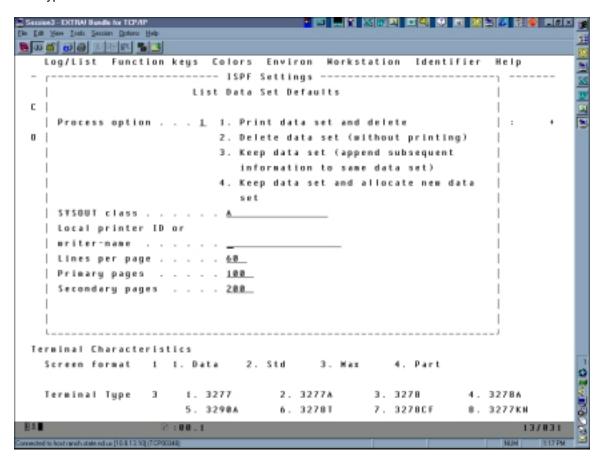
NOTE: You can have an entry in either SYSOUT class or Local Printer ID, but not both.

Recommended Settings:

Index:

ISPF SETTINGS - LIST DATA SET DEFAULTS:

- 1. Place the cursor on the LOG/LIST menu option at the top of the screen and press enter.
- 2. Type 2 (List Data set defaults) and press enter.
- 3. Type 1 in Process option . . . 1 1. Print data set and delete.
- 4. Type A in SYSOUT class.



5. Press F3 twice to return to the TSO Main Menu.

NOTE: You can have an entry in either SYSOUT class or Local Printer ID, but not both.

Recommended Settings: STATUS AREA:

Index:

- 1. Place the cursor on the STATUS menu option at the top of the screen and press enter.
- 2. Type 3 (calendar) and press enter.
- 3. From the main TSO menu screen, Place the cursor on the MENU option at the top of the screen and press enter.
- 4. Type 9 (Status area) and press enter.
- 5. Place the cursor on OPTIONS at the top of the menu area, and press enter.
- 6. Type 2 (Calendar Colors) and press enter.
- 7. From here you can set the colors of your calendar to however you want them.

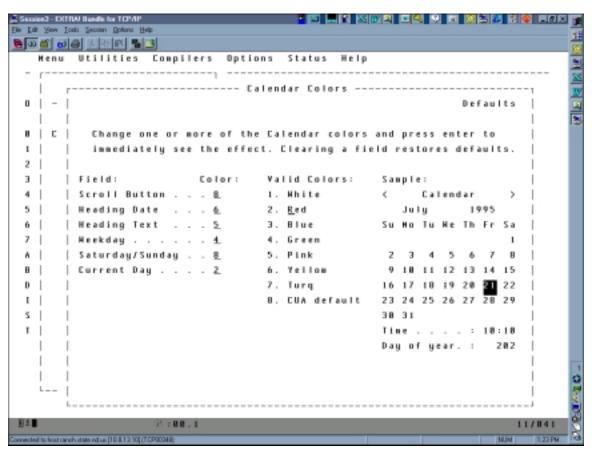
EXAMPLE:

Scroll Button 8- default (It blue)

Heading Date 6 - yellow Heading Text 5 - pink Weekday 4 - green

Saturday/Sunday . . 8 - default (It blue)

Current Day 2 - red

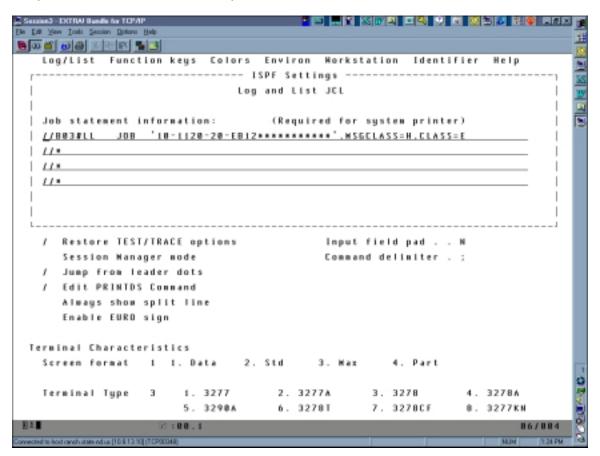


8. Press F3 twice to get back to the TSO Main Menu.

Recommended Settings: SYSTEM PRINTING JOB CARD:

Index:

- 1. Place the cursor on MENU at the top of your screen and press enter.
- 2. Type 1 (Settings) and press enter.
- 3. Place the cursor on LOG/LIST at the top of your screen and press enter.
- 4. Type 4 (JCL) and press enter.
- Enter job card in the 1st line under Job statement information:
 (example: //B03#LIST JOB '10-1120-20-EB12************,MSGCLASS=H,CLASS=E)
 * NOTE: you should enter the same information as the above example, changing the 'B03' to your cube number and 'EB12' to your TSO user-id.



6. Press F3 twice to return to the TSO main menu.

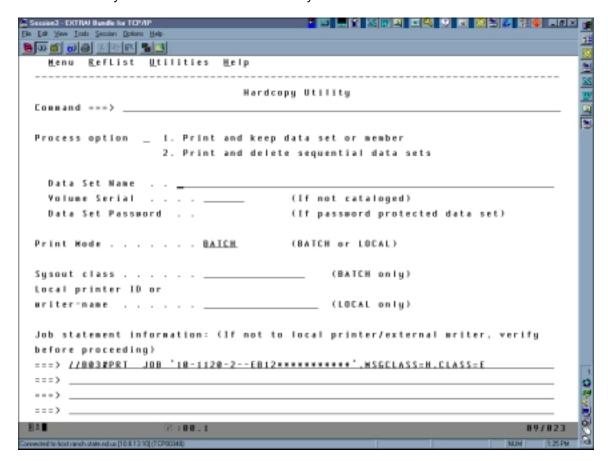
Recommended Settings: UTILITY PRINTING JOB CARD:

Index:

- 1. Type 3 (UTILITIES) and press enter.
- 2. Type 6 (HARDCOPY) and press enter.
- 3. Enter job card in the 1st line under Job statement information:

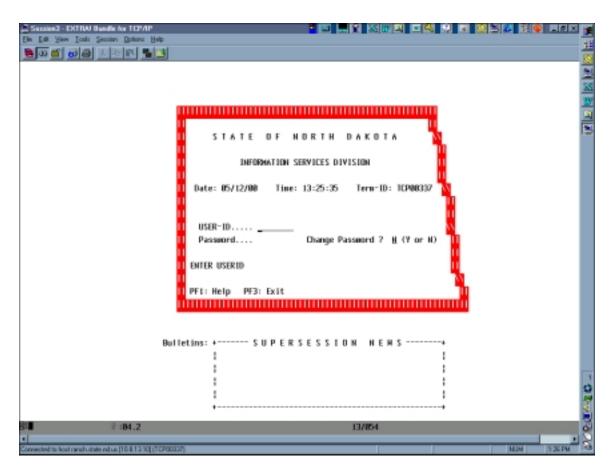
 (example: //B03#LIST JOB '10-1120-20-EB12************,MSGCLASS=H,CLASS=E)

 * NOTE: you should enter the same information as the above example, changing the 'B03' to your cube number and 'EB12' to your TSO user-id.



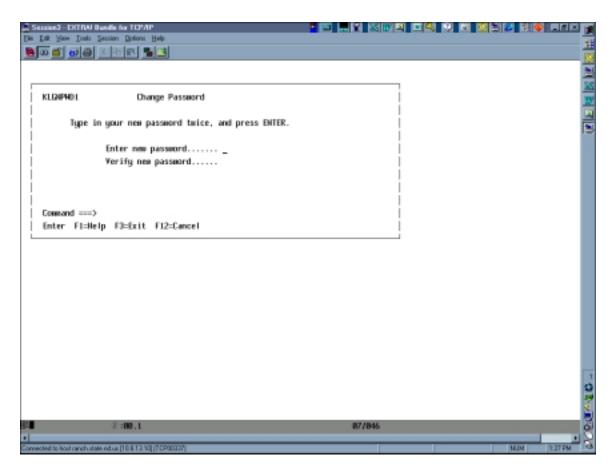
4. Press F3 twice to return to the TSO main menu.

CHANGING PASSWORDS:



- 1. Enter your USER-ID and password.
- 2. Enter a 'Y' beside 'Change Password ?' and press enter.

CHANGING PASSWORDS (cont):



- 1. Enter a new password and verify the new password, and press enter.
- 2. Password must be at least 6 characters. It is recommended that one of the characters should be a number.